

STAT

~~ADMINISTRATIVE INTERNAL USE ONLY~~

23 OCT 1979 STAT

22 October 1979

MEMORANDUM FOR: See Distribution

FROM :

Chief, Publications & Presentations Group

STAT

SUBJECT : Draft Notice on NFAC Intelligence Publications

1. The attached draft NFAC notice on categories of NFAC intelligence publications has been reviewed by the Director, NFAC. Before proceeding further with this notice, he has requested comments from Office Directors and the Senior Review Panel.

2. Category definitions have been deliberately kept relatively short and straightforward. I would direct your attention particularly to the category of Intelligence Memorandum. I welcome your views on this proposed new art form. Please submit comments to PPG by COB 24 October.

STAT

Attachment: As Stated

Distribution:

D/OCO

D/OCR

D/OER

D/OGCR

D/OIA

D/OPA

D/OSI

D/OSR

D/OWI

Senior Review Panel

~~ADMINISTRATIVE INTERNAL USE ONLY~~

## ADMINISTRATIVE INTERNAL USE ONLY

### NFAC NOTICE

#### Categories and Covers for NFAC Intelligence Publications

This notice sets forth the categories of publications issued by NFAC and provides general guidelines on how they are to be used. It establishes one new category--that of the Intelligence Memorandum. It also revises cover colors for NFAC publications. Publications issued by the DCI and coordinated within the Intelligence Community are not affected by this notice.

#### Intelligence Memorandums (Green Cover):

The Intelligence Memorandum is a timely analysis of a current foreign policy issue or a recent intelligence development of sufficient importance to warrant the attention of policy and action officers of the government. It will be brief, straightforward, and sharply focused. It differs from the Intelligence Assessment in that it is less comprehensive, focusing perhaps only on an aspect of a problem and judgments reached, and though searching and estimative, may be preliminary in nature. A typescript memorandum, prepared for a specific requester, may be reissued as an Intelligence Memorandum when this is judged appropriate. Some papers now produced in typescript form will in the future be issued as Intelligence Memorandums, especially if they are self-initiated. Significant articles that now appear in office serial publications should be considered

ADMINISTRATIVE INTERNAL USE ONLY

**ADMINISTRATIVE INTERNAL USE ONLY**

for issuance as Intelligence Memorandums as well.

The Intelligence Memorandum will not carry a title page. It will begin with a summary paragraph; a footnote at the bottom of the first page of text will identify the author and component that prepared the paper and the degree to which it has been coordinated within NFAC and with the NIOs. The footnote may also indicate when the memorandum has been prepared in response to a policy-level request. Graphics will be kept to a minimum in the Intelligence Memorandum so it may be quickly processed and disseminated. Dissemination lists will not be as broad as those of an Intelligence Assessment, but will normally be tailored for a relatively narrow band of key concerned policy-level officials.

Intelligence Assessment (Gray Cover):

The Intelligence Assessment is a more detailed and comprehensive study of a particular subject, providing analysis and background data on events and factors relevant to problems of concern to US policymakers. Its focus will be on the interpretation of factors and issues affecting policy. The Intelligence Assessment will contain judgments which will be more thoroughly considered and supported and it will be coordinated within the Agency and with the NIOs. It will normally be a less time-urgent paper than the Intelligence Memorandum. The Intelligence Assessment

**ADMINISTRATIVE INTERNAL USE ONLY**

ADMINISTRATIVE INTERNAL USE ONLY

usually will be given fairly broad dissemination because of its intended usefulness not only at the policy level but also at the staff officer and specialist level.

Research Paper (White Cover):

This category is used for basic research studies, descriptive papers, and papers that represent the uncoordinated view of individual analysts or research components. It involves an in-depth look at a particular subject and requires considerable planning and effort to produce. Its dissemination will usually be broad and directed at the specialist level.

Reference Aid (White Cover):

This category applies to papers that are essentially a compilation of factual information.

Unclassified Publications (Gold Cover):

A Research Paper or a Reference Aid may be issued as an unclassified publication. The color of the cover will be changed to gold for the purpose of distinguishing it from classified publications with white covers.

Any questions on categories or any proposed deviation from the standard practice should be discussed with the Chief, Publications and Presentations Group.

STAT

ADMINISTRATIVE INTERNAL USE ONLY